

MINUTES
Special Emphasis Council Quarterly Meeting
August 25, 2005

Karen Blum, Chairperson, Special Emphasis Council, opened the meeting by thanking everyone for coming. In front of those present was a copy of the minutes from the June 7, 2005, meeting. Karen asked those present to take some time to review the minutes and to let Karen know if any revisions were needed.

The respective council members then provided updates on their council's activities as follows:

Disability Employment Council: Where do we go from here?

Black Employment Council: The council will participate in the 14th Annual AMC Walk for Cancer, October 1, 2005, at the SLU Campus. For more detailed information, individuals can access two websites: www.walkforwomen.org or www.amc.org.

Hispanic Employment Council: The council is involved in a job fair in October at Our Lady of Guadalupe, targeting Hispanics and minorities. The Hispanic Employment Council will be tapping Federal agencies soon for information. Contact is Ana Padilla, Ana.Padilla@stl.usda.gov.

Black Employment Program Council. An essay contest for high school students is in the planning stages.

After each council gave its update on current activities, the topic of elections was discussed. Susanne Valdez, Executive Director, St. Louis Federal Executive Board, reminded the councils the term of office is October 1 through September 30, on an annual or biannual basis. Karen asked that each council submit their status of elections to her by September 14, 2005. Councils were advised to conduct their elections timely to allow installation of new officers at the beginning of the new term.

In addition to submitting the election results by September 14, 2005, Karen asked that each council secretary update its membership roster, with appointment dates, and submit the updated list to her by September 14, 2005. The new bylaws state there is a term for all of the members, so it is important to note the member's appointment date in the membership directory.

Susanne Valdez commented that some councils are renting a post office box in order to receive financial information/bank statements. Susanne offered to the councils the use of the FEB address for receipt of their bank statements instead of paying a fee for a post office box.

Karen reported the 2005 Gateway to Diversity Planning Committee just had a meeting to discuss the diversity day held July 27, 2005. Karen mentioned that each of the councils has two members on the committee. At the Diversity Planning Committee meeting, the committee members were given a summary of the evaluations of the diversity day speakers and a summary of general comments on the day. A copy of those two handouts is attached to these minutes. Overall, the feedback was very positive. On a scale of 1 to 5, with 5 being the best overall rating, all speakers, with the exception of one, were above 4. The one speaker under 4 was a last-minute fill-in. The members of the committee were asked to send in their recommendations to make any improvements for next year.

Karen thanked the councils for submitting their strategic plans. Karen mentioned she would like to get together with each council individually to review each plan and see what support is needed or what adjustments may be needed. A suggestion was made and agreed to by all that these discussions be held at each committee's monthly meeting-- Disability, September 15, 1:00 p.m., 2350 Market; Hispanic, September 20, 1:00 to 3:00 p.m., 2350 Market; Black Employment, September 21, 2:00 p.m., VAMC, Grand; and Federal Women's, date/time to be determined.

Karen reminded the councils that she needed their accomplishment writeups (which were due August 24, 2005). She asked for them, in bullet item format, highlighting the committee's activities/accomplishments for the fiscal year, before August 26, 2005.

A question was raised if next year each council will run its own diversity training. Karen replied the FEB is going to continue with the combined program as this year.

With no further business to conduct, the meeting adjourned at 3:15 p.m. The date/time for the next meeting was not established. It will be Ermelinda Rodriguez-Heffner's first meeting.

Respectfully submitted,

Connie Wolf
 Connie Wolf
 Secretary to the Chair

2 Attachments
 Diversity Day Speaker Evaluations
 Diversity Day General Comments Summary

Attendees:

Blum, Karen
Rodriguez-Heffner, Ermelinda
Baily, Vanessa
Bell, Paula
Bishop, Lee
Dowling, Don
Matos, MSG Miguel
Morris, Keisha
Padilla, Ana
Sumler, Steven
Valdez, Susanne
Washington, Lynda

Members Not Present:

Bullock, Linda
Harris, MSGT Nina
Jenkins, Elizabeth
Jones, Geraldine
Martins, SSGT Fernando
Miller, Ritta
Smith, Shirl
Wiggand, Kimi